DES Training

Course Name: DES- IRS 1099-MISC Reporting

Status: Active

Class Description: This is four-hour class that will provide employees information on why we do 1099's and how to prepare them. It will give you an overview of the forms that are required, terms that are used, and instruction on using the Account Ability to create the IRS 1099-MISC forms.

Prerequisite Courses:
- Enterprise Reporting – Introduction to Web Intelligence (AFRS Financial Queries)
- What's New for IRS 1099-MISC Reporting

Target Group: Fiscal and other agency personnel that will be involved with preparing 1099-MISC forms.

Class Objectives: At the conclusion of this class, participants should be able to:
1. Understand the importance of accurate 1099 data
2. Understand which forms are required
3. Understand 1099 terminology
4. Understand where to get tax information
5. Understand tools available for 1099-MISC reporting
6. ER Web Intelligence – 1099 Data Download application – How to get to your 1099 data
7. Account Ability – 1099-MISC reporting
8. Understand how to import data on to the IRS 1099-MISC form
9. Understand how to enter data on the IRS 1099-MISC form (outside of Account Ability)
10. Understand how to make changes as necessary (Outside of Account Ability)
11. Understand the importance of DES and IRS deadlines
12. Understand TIN matching process
13. Understand 1099-MISC reporting to the IRS